REX Preparation Portal User Guide

Registering your Preparation Centre

STEP 1

Contact us to request a username and password, or fill in this form.

This form will provide us with the following details:

- Details of your preparation centre/institution
- Details of you as contact person
- Financial details for invoicing

STEP 2

An account will be created with the provided details. Our initial contact person, i.e., you, will be given an Administrator role, if not indicated differently. This can later be changed, should you request so, and other users can be added.

STEP 3

You will receive an automatic email for account activation. Use the link from the email to go to log in page.
The Username is your email address, and at this point you need to create a password to activate your account.

**STEP 4**
Create a password. Use 8 characters, one of which needs to be a capital letter, one number, and a symbol. We advise you to use the symbol @.

*Example password: Portal1@

**STEP 5**
Once you create your password, you can log in to your account.
Overview of the Portal

When you log in to your account you will see the home menu with four tabs and their sub-tabs:

Uploads
- Upload candidates
- Review Uploads

Registrations
- Search Registrations
- Registration Summary

Account
- My Details
- Search Users

Logout

Uploads

1. Exam and Venue
2. Upload Candidates
3. Confirmation
4. Complete

There are four steps to upload your candidates. First, you need to select your exams and venue. See below:

Location:  □ At Preparation Centre ☑ At British Council
Centre:    British Council - Amsterdam
Venue:     Amsterdam
Exam:      C1 Advanced (CAE) (Computer Based)
Date:      31/07/2022
Price:     € 322.00
Unless you have been in contact with the British Council to organise exams at your own venue (“At Preparation Centre”), your candidates will be taking an exam “At British Council”.

Please choose the correct centre, venue, and exam level to see the exam date.

You can find all exam dates and locations on our website.

Please be advised that only exams within the current registration period will be open for registration.

1. Exam and Venue
2. Upload Candidates
3. Confirmation
4. Complete

Please double-check the summary to ensure you have selected the correct exam.

Download the candidate detail template by clicking the link.

Complete one candidate detail template per exam and ensure that the candidates’ details are filled in the correct mandatory fields marked by * in the table.

Mandatory fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Mr/Miss/Mrs (dropdown)</td>
</tr>
<tr>
<td>Other Names</td>
<td>i.e., Jan¹</td>
</tr>
<tr>
<td>Family Name</td>
<td>i.e., Brown¹</td>
</tr>
<tr>
<td>Email</td>
<td>Valid address²</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>DD/MM/YYYY</td>
</tr>
<tr>
<td>Telephone</td>
<td>Not Blank³</td>
</tr>
<tr>
<td>Special Needs</td>
<td>Yes/No (dropdown)</td>
</tr>
</tbody>
</table>
Cambridge Assessment has a limit on characters that can be printed on a certificate. Please make sure the name and surname do not exceed 40 characters in total (including spaces).

The portal requires a valid email address.

We would advise:
- your email address as direct contact person for all candidates, or
- the candidates’ email address if they require access to our LearnEnglish Exams Portal.

You can either provide us with a contact number that will be available during the exam, or put n/a, if you are not comfortable with filling in this field.

**Mandatory fields for underage candidates:**

- **Guardian First Name**
- **Guardian Last Name**
- **Guardian Telephone**  
  Not blank

The portal detects which candidates are underage at the time of the registration for the exam.

Please provide us with the contact details of the legal guardian.

We require these contact details to adhere to the child safety standards as part of our Child Protection Policy. These contact details are already provided through the Photo Parental Consent Form - Under 18.

At the third step, doublecheck the exam level, venue, and date.

Confirm that you’ve read and agreed to the Terms and Conditions:

☐ I have read and agree to the above Terms and Conditions.

Confirm your submission.
Once you confirm your submission, you will receive one of the following messages:

**Summary:**

*The British Council have received your request and registration will now be processed.*

or

*The process of uploading has been unsuccessful as there are some errors. The file has not been submitted to the British Council. Please return to the Review Uploads tab and correct these errors.*

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**Review Uploads**

Click the Uploads tab and choose Review uploads from the drop-down menu.

You will see a list of your uploads.

Example1

<table>
<thead>
<tr>
<th>Location</th>
<th>Exam</th>
<th>Format</th>
<th>Venue</th>
<th>Date</th>
<th>Uploaded On</th>
<th>Uploaded By</th>
<th>Status</th>
<th>Total</th>
<th>Successful</th>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>All British Council Venue</td>
<td>C1</td>
<td>AENA</td>
<td>GB</td>
<td>Amsterdam</td>
<td>31/07/2021</td>
<td>04/02/2021</td>
<td>Ruben TIDF</td>
<td>Uploaded With Errors</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Total candidates uploaded: 2
Total candidates successful: 1
Total candidates with errors: 1

Click on the number displaying the number of errors for an overview of the errors.
This screen provides an overview of the actions needed.
Click on Fix Error to see what you need to change/add.

Fill in the correct value for the field required and click Save.
Correct the value in your uploaded spreadsheet for safekeeping.

*Please be advised that Passport number is not a mandatory field.*

Total candidates uploaded: 2
Total candidates successful: 2
Total candidates with errors: 0
Example 2

Total candidates uploaded: 2
Total candidates successful: 2
Total candidates with errors: 0

Status: Uploaded With Errors

This is a glitch in the system.

1. Press the delete button 🗑.
2. Upload a new candidate template with the correct candidates’ details.

Important:

Please ensure that you delete the upload with errors. Otherwise, you will receive the following error:

Contact your exam centre when encountering other errors.
Registrations

*This photo is taken from a preparation centre in Serbia. The indicated exam cost is not in EUR but in a local currency. The photo is used for illustration purposes.*

This screen will give you an overview of all registrations by your preparation centre.

This screen will allow you to view all candidates per exam. You can search for specific candidates or other values by clicking on the funnel icon of the correct column.

For more information on how to search registrations please watch [this video](#).
Account

Under *My details*, the portal will allow you to change your own account details.

Under *Search Users*, the portal will allow you to add users to your preparation centre and view all users registered by your preparation centre.

Click on the New User icon to create a new user.

Please ensure that all new users will have the Standard Role as opposed to the Admin Role.

If you experience any difficulties using the portal, please contact our office by email or phone +31 (0)20 550 6060 (Monday to Friday, 10:00 – 16:00), for further guidance.